

Saukville Elementary School Student Handbook



Home of the Eagles



Table of Contents

Additional Information	Page 3
Arriving/Leaving the Building During the Day	Page 1
Attendance Policy and Procedures	Page 1
Emergency Drills	Page 3
Emergency School Closing	Page 2
Field Trips	Page 2
Health Room	Page 2
Lunch Program	Page 3
Make-up Work	Page 1
Medication	Page 2
Weekly Bulletin/Daily Announcements	Page 2
Personal Possessions	Page 3
Pre-excused Absences	Page 1
Report Cards	Page 3
Safety	Page 2
School Hours	Page 1
Saukville Parent Association (SPA)	Page 3
Snacks	Page 2
Student Information Forms	Page 2
Tardy	Page 1
Visitor Policy	Page 1
Volunteers	Page 3

School Hours

School begins at 8:35am and ends at 3:30pm. Students should not be on school grounds prior to 8:10am as there is no adult supervision until that time. The first bell to allow students into the building rings at 8:25am. Students and/or parents/guardians should only be in the building prior to this time if arrangements have been made with the teacher. Please stop in the office if entering the building early. All students should be picked up promptly at 3:30pm.

Tardy

Students are expected to be in their seats ready to start the day when the second bell rings at 8:35am or they will be considered tardy. It is extremely important for students to be on time. This sets up good lifelong habits, as well as allows class to begin smoothly. Any students arriving late to school must check in to the office to receive a tardy slip.



Visitor Policy

Parents/guardians are welcome and encouraged to visit the school at any time. Every visitor must sign in at the front office and receive a Visitor Badge before going to any part of the building.

Attendance Policy and Procedures

Daily attendance is a responsibility that is shared by parents/guardians, students, and the school. Regular and punctual attendance is important and necessary if your child is to secure the fullest benefits from the schoolwork offered. Inconsistent attendance and tardiness interrupts the continuity of a planned program and calls negative attention to the student.

All absences must be reported by a parent/guardian calling the school attendance line at 262-268-5901 anytime before 7:30am or the office may be contacted at 262-268-5905 after that time. Be sure to state the reason for the absence and the student's teacher. Parents/guardians should contact the school each day their son/daughter is absent.

The school administration may require a medical excuse if the number of parent/guardian excused absences is deemed excessive or totals more than 10 days per school year. Studies show there is a direct correlation to student attendance and academic success.

Please try to arrange doctor and dental appointments so as not to interfere with the school day.

Pre-Excused Absences

If a family vacation has been planned during the school year, a note stating the dates must be submitted to the student's teacher **and** the school office. It is your responsibility to make sure all homework arrangements have been made prior to leaving.

Both the office and teacher should be notified of any appointments that have been arranged during the day.

Make-up Work

Students are expected to make up schoolwork missed because of an absence. Homework should be requested when the absence is called in and can be picked up in the office at the end of the day.

Arriving/Leaving the Building During the Day

If a student is to be excused during school hours, a written statement or telephone call should be made to the school office. **All students must be signed out in the office by a parent/guardian.**

If a student is arriving to school during the day, the student again must be signed in at the office by a parent/guardian.



Student Information

All students must have up to date information in case of an emergency. It is essential the office be notified of any changes in information so the school will always be able to reach you or your emergency contacts should something happen to your child during the school day.

If for some reason you are unable to be reached during the day or you will be going out of town, be sure to inform the office on emergency procedures for your child.

Emergency School Closing

Decisions to close schools for weather conditions or other emergencies will be made by 6:00am. Official announcements regarding school closings will be recorded on the School Closing Hotline at 262-268-6066, the District website, parent/guardian phone notification, and reported on local television stations:

During the school day, should weather conditions or other emergencies necessitate the closing of school, we will follow the instructions given to us on the Emergency School Directions form filled out in online registration. It is impossible for us to contact all parents/guardians should the school need to be closed. Parents/guardians are also asked **not** to call the school during emergency school closing times so phone lines may remain open. Should such a closing occur, an announcement will be made on the above mentioned stations, the School Closing Hotline, parent/guardian phone notification, and District website.



Weekly Bulletin/Daily Announcements

A "Tuesday Tidbits" packet will be emailed weekly with updated information. Daily announcements are made including birthdays, the Pledge of Allegiance, and reminders of upcoming activities. In addition, all school events are listed in the district calendar and website.

Field Trips

Field trips extend and enrich the classroom work and the children's background information, appreciation, and attitudes.

A permission slip will be sent home prior to each field trip explaining the nature of the trip and the details regarding it. A signed permission slip and any fees must be returned to school before a student will be able to attend a class trip. Fees include admission charges and bus transportation. If needed, financial assistance through a SPA (Saukville Parent Association) donation is available by contacting the office. Should a student be absent the day of the trip, all fees will be reimbursed.

Health Room

The School Health Room is located in the office area. Basic first-aid and general health care are available as needed. Parents/guardians will be notified whenever it is felt a student should not remain in school or if there is a question as to the seriousness of an injury. Parents/guardians will be notified of all head and major injuries. Students who are sent home must be picked up and signed out in the office by a designated adult.



Medication

An Authorization to Administer Prescribed Medication form completed by both a parent/guardian and physician must be on file in the office to dispense prescribed medication to a student. All medication must be in original containers and will be stored in a locked cabinet in the Health Room. In addition all medications must be dropped off by an adult. Students are not to carry any meds with the exception of inhalers.

Safety

Safety is always a priority at SES. Parents/guardians are encouraged to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on buses, and walking to and from school. We ask parents/guardians to follow safe driving practices around the school and follow our drop off and pick up procedures to ensure the safety of the students.

All doors are locked, with the exception of the front door, and remain locked throughout the day.

Snacks

Grades 1 – 4 are allowed to bring a **nutritious** snack to school for the morning. Juice is not considered a snack. Nutritious snacks are available to purchase for 25¢ each at the Snack Shack. Water bottles are permitted on students' desks.

Kindergarten teachers will send home a snack schedule and the students receive milk in the morning during snack time. If your child is unable to drink milk, please inform the teacher and you may provide an alternate drink.

Lunch Program

Nutritious hot lunches are available at all Port Washington-Saukville schools. The cost of the meals will be established each fall. Deposits may be made to your child's lunch account at school or through e-Funds, which can be found on the school district website under "Parent Resources". Free and reduced priced meals are available for families who qualify. Applications are in the district calendar or the school office.



Students who do not participate in the hot lunch program should bring a bag lunch and may purchase milk. Children are not allowed to bring soda or Kool-Aid for lunch. Fruit juice is allowed.

Saukville Parent Association (SPA)

Saukville Parent Association is a group of parents/guardians, the principal, and a staff representative who meet once a month. The SPA runs all fundraisers, organizes volunteers, and coordinates Family Fun Nights, Winter Wonderland, High Interest Day, and numerous other activities throughout the year. The SPA extends a warm welcome to anyone who would like to join them. Children are our #1 asset and the input of parents/guardians is vital in helping to make SES a positive learning environment.

Volunteers

The volunteer program at SES is very active and provides excellent support for staff and students. Volunteers are needed throughout the school year to go on field trips, assist with various school projects and activities, do clerical work, and tutor students. All volunteers must have a current background check on file with the District. Forms are available in the school office and on the District website.

Report Cards

All students will receive Semester Report Cards along with an Art, Music, and Physical Education Report Card.

Personal Possessions

Label your child's clothing and possessions so lost items may be returned. All found items are on display in the front hallway. The school is not responsible for lost or damaged items.

Emergency Drills

Fire drills are conducted on a monthly basis. Students will be directed by staff members on procedures. When participating in a drill or an actual emergency, students must keep from talking, walk swiftly and orderly, and follow directions once arriving at their specified locations.

In the spring, a severe weather drill will be conducted during Tornado Awareness Week. We will also run periodic Lockdown drills.

Additional Information

You will find numerous district policies in the back of the district calendar including Possession or Use of Weapons, Student Use or Possession of Tobacco Products, Instructional Placement/Advancement, Student Records, Student Substance Abuse as well as several others. It is essential that you read and discuss these policies with your child.

Code of Conduct and Important District Policies Handbook

CODE OF CONDUCT

General Rules and Expectations

Behavior Expectations – Students are expected to demonstrate appropriate school behaviors at all times during the school day.

Appropriate behavior includes:

- following school/class rules
- cooperating with other children, teachers, administrators, or school personnel
- participating fairly and honestly
- using appropriate language and gestures
- solving one's own problems appropriately
- accepting responsibility for one's own actions
- displaying respect, courtesy, and good manners
- treating others the way you want to be treated
- respecting others' property
- following staff's directions
- demonstrating self-control

Student Appearance – The administration reserves the right to enforce certain restrictions on dress and personal appearance when it is apparent to maintain the proper health and education environment of the students.

- Students attending school with clothes displaying inappropriate language, pictures, promotion of alcohol or tobacco use, revealing, or unsafe will not be permitted, and if worn must change into other clothing.
- Clothes should be neat, clean and not distract from the learning environment.
- Wearing hats in school during the day is not permitted.

Valuables – Students are not permitted to bring sports equipment, electronic toys, music players, trading cards, skateboards, roller blades or any item that may interfere with the educational process. If brought to school, such items will be taken to the office where students will be allowed to pick them up at the end of the day. Saukville Elementary School is not responsible for the loss or damage of valuables brought to school.

Cell Phones – If a student brings a cell phone to school, it must be turned off and remain in his/her backpack during school hours. Failure to follow this rule will result in a phone call to parents and the cell phone to remain in the office until the end of the day. Saukville Elementary School is not responsible for the loss or damage of cell phones brought to school.

Bicycles – Bicycles are considered vehicles of transportation to and from school. The following rules, as well as, all Wisconsin Rules of the Road are to be followed:

- For safety reasons, only children in 3rd and 4th grades may ride their bicycles to school.
- Bicycles are not to be ridden on the school grounds.
- Bicycles are to be parked in the bike racks immediately upon arrival at school.
- The bike rack area is off limits at all times except when students are parking their own bike at the start of school or leaving with their own bike at the end of the school day.
- Special care should be taken if riding bikes on the sidewalk. Walkers always have the right of way.
- It is highly recommended that students lock their bicycles.
- Students should never carry a passenger on their bicycles.
- Students should wear a helmet if they have one.

Lunchroom Rules

- Students are to demonstrate appropriate eating habits, manners, and voice volume and tone.
- Students should remain in their seats at all times.
- Students are to eat their own lunch and not share or trade with other students.

Playground Guidelines

- Always treat your teammates and opponents the way you would like to be treated.
- Play by the rules.
- Give everyone a turn.
- Wait your turn.
- Cheer on your teammates.
- Always try to do your best.
- Congratulate the other team if you lose.
- Say "thanks" or "good game" to the other team if you win.
- Never put down or make fun of others.
- Respect the decision of captains and staff members.

Consequences

Consequences determined by the supervisor for inappropriate behavior or breaking school rules may include but are not limited to the following:

- warning
- assignment to a "Time Out Area"
- loss of recess privileges
- loss of special event/activity privileges
- loss of special duties such as lunchroom helper, safety patrol, or other duties that may have been assigned to the student
- if appropriate, a phone call to a parent by the classroom teacher, supervisor or student

Consequences, as determined appropriate by the principal for severe infractions, may include but are not limited to the following:

- student conference with the principal and/or guidance counselor
- loss of recess privileges
- student phone call to a parent
- parent conference
- removal from the classroom
- suspension in accordance with District policy and procedures

Student Rights

Every student has the right to:

- learn and play in a safe environment.
- report incidences of harassing behavior or misbehavior without being embarrassed.

Every student has a right to due process. That is, they should:

- be kept fully and clearly informed of school rules and procedures related to student behavior.
- be informed in a manner, which is appropriate for their primary age.
- receive an age appropriate explanation of why their behavior was inappropriate.
- have an opportunity to tell "their side of the story."
- have an opportunity to talk over the situation with other people who might be involved.
- receive consistent consequences for consistent inappropriate behavior.

Port Washington-Saukville School District

IMPORTANT POLICIES

Student Attendance

School districts are required by Section 118.16(4)(d) of the Wisconsin State Statutes to provide each student enrolled in district schools with a copy of established school attendance policies. In addition, school districts are required by S.118.15(l)(0) of the state statutes to notify students and their parents or guardians of the following at the beginning of each school term:

- (1) their right to request the school board to provide the student with program or curriculum modifications as outlined in S.118.15 (1) (d) of the state statutes, and
- (2) the decision-making process to be used in responding to such requests under S.118.15(l)(dm) and (e) of the state statutes.

Habitual Truant – A student who is absent from school without an acceptable excuse [S.118.16(4) and S.118.15 Wis. Stats.] for part or all of five or more days on which school is held during a semester. This definition is found in 118.16(1)(a), Wis. Stats.

Legal reference:

Sections 115, 118.15, 118.16(lm), 118.16(4), Wis. Stats.

Cross Reference:

Board Policy 5130 –Withdrawal From School

Board Policy 5223 –Absences for Religious Instruction

Administrative Guideline 5200 -Attendance

Adopted: 6/18/01

Revised:12/10/07; 3/12/15

Title I Statement

As a school district that receives federal Title I money to assist student learning, we are required to inform parents that they have the right to request the following information on the professional qualifications of their children's teachers: whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches; whether the teacher has an emergency or provisional license; what degrees the teacher holds and the field of discipline of his or her certification or degree; and whether their child is being provided services by paraprofessionals and if so, their qualifications. If you have questions regarding this information please contact your child's building principal.

Nondiscrimination and Harassment Policies

It is the policy that the Port Washington-Saukville School District shall not discriminate in the provision of services or programs against any person because of that person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures (Wis. Stats. S.118.13 and P19.) The school district is also committed to equal educational opportunity for all students in the district. Any inquiries or concerns related to nondiscrimination or harassment should be addressed to the appropriate school district personnel listed below. Should there be grounds for a complaint, a written statement of the complaint shall be prepared by the complainant, and directed to the appropriate individual or position holder listed below. Discrimination complaint forms can also be obtained from the offices listed below as well as from the Office of the Superintendent, 100 West Monroe Street, Port Washington, WI 53074. The following administrators are designated to discuss concerns and/or receive complaints:

Duane A. Woelfel, Director of Special Services (262-268-6079)

S.118.13 Wisconsin Statutes (Prohibits discrimination as described in paragraph 1 above)

(*Student Concerns*) S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)

Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex)

S.111.36 Wisconsin Statutes; 14th Amendment Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex – adults or students)

James A. Froemming, Director of Business Services (262-268-6000)

(*Adult Concerns*) S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)

Reference: Board policy 2260, 5516, 5517

Student Harassment and Bullying

Harassment of any student by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. All forms of harassment taking place at school or under the school's supervision, including sexual harassment and bullying, will not be tolerated.

The Administrative Council must establish a Student Code of Conduct which contains language prohibiting any form of sexual harassment and any use of race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic or other verbal or physical harassment.

The Student Code of Conduct must also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

Each building principal will be responsible for including the Student Code of Conduct in appropriate student handbooks.

Harassment refers to a wide spectrum of offensive behavior. The term commonly refers to behavior intended to disturb or upset and, when the term is used in the legal sense, it refers to behaviors which are found threatening or disturbing.

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, and false accusations.

Cyber-bullying involves the use of information and communication technologies (including computers, cell phones, and other electronic devices) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Harassment, as related to discriminatory behavior, includes any verbal or non-verbal expression related to race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic, and any conduct that creates a hostile, intimidating, or offensive learning environment. This includes derogatory misuse of humor that would be offensive to others.

Sexual harassment refers to persistent and unwanted sexual advances where the consequences of refusing are potentially very disadvantageous to the victim. This includes the misuse of humor that would be offensive to others.

1. Quid pro quo sexual harassment occurs when benefits, including better grades and preferential treatment, are made contingent on the provision of sexual favors, or when the rejection of a sexual advance or request for sexual favors results in a tangible detriment or loss of the kind described above.
2. Hostile environment sexual harassment occurs when a pattern of unwanted sexual activity such as touching, comments, and/or gestures creates an uncomfortable or unsafe environment, or prevents the

subject from participating in or benefiting from a program. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor.

Behaviors characterized as harassment per the adopted definitions, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment shall be subject to disciplinary action which may include, but not be limited to, suspension or expulsion from the District. Forms of harassment by anyone to anyone as defined in this policy are prohibited under this policy.

Reports of harassment are to be investigated promptly by the principal who will submit a report to the Superintendent. Persisting problems will be referred to the Superintendent or designee. Anyone, including staff members, students, and third parties, found to have violated this policy and/or the Student Code of Conduct shall be subject to disciplinary action which may include, but not be limited to, suspension, or expulsion from the District. The harassment by a student against a District staff member, a student of this District, or a third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Students found guilty of this will be subject to discipline in accordance with law, the Student Code of Conduct, and School Board policy.

Legal reference:

Sections 118.13, 947.013, Wis. Stats.

42 U.S.C. 2000d

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

Civil Rights Act, 42 U.S.C. 1983

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5517 – Student Harassment and Bullying Complaint Procedures

American Psychological Association - Definition of Bullying

Centers for Disease Control and Prevention (CDC) - Definition of Bullying

Adopted: 6/18/01

Revised: 10/8/07; 6/14/10, 3/12/15; 7/13/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074- Duane.Woelfel@pwssd.k12.wi.us